

Bidder's Requirements for Solicitation and Documentation
of
Minority and Women's Business Enterprises
Participation on State Revolving Fund (SRF) Loan-Funded Projects

A goal-oriented system has been established to promote minority and women's business enterprise (MBE/WBE) participation by providing construction services, professional services, supplies, and/or equipment on SRF Loan-funded water and wastewater projects. It is the Bidder's responsibility to make a good faith effort to secure participation by MBE/WBE subcontractors, professional service providers, suppliers, and/or equipment vendors.

DEFINITIONS

Minority Business Enterprise (MBE): A qualified socially and economically disadvantaged minority-owned business certified by any State or Federal agency, such as the Tennessee Department of Transportation, U.S. EPA's Office of Small and Disadvantaged Business Utilization, or the U.S. Small Business Administration.

Women's Business Enterprise (WBE): A qualified independent business at least 51% owned by a woman or women and certified by any State or Federal agency such as the Tennessee Department of Transportation, U.S. EPA's Office of Small and Disadvantaged Business Utilization, or the U.S. Small Business Administration.

INSTRUCTIONS TO BIDDERS

Pre-Bid Requirements

All Bidders must send letters, by certified mail with return receipt requested, to a minimum of 10 qualified MBE/WBE subcontractors, professional service providers, suppliers, and/or equipment vendors to solicit their subcontract participation in the work. Lists of qualified MBE/WBE firms may be obtained from various State and Federal agencies, including the following:

Tennessee Department of Transportation
Small Business Development
505 Deaderick Street, Suite 1800
Nashville, TN 37243-0347
(615) 741-3681

http://www.tdot.state.tn.us/construction/DBE%20list/dbe_list.pdf

Mr. Phillip D. Mahoney, District Director
U.S. Small Business Administration
50 Vantage Way, Suite 201
Nashville, TN 37228
(615) 736-5881

<http://pro-net.sba.gov/>

Ms. Jeanette L. Brown, Director
U.S. Environmental Protection Agency
Office of Small and Disadvantaged Business Utilization
1200 Pennsylvania Avenue, N.W. (1230A)
Washington, D.C. 20460
(202) 564-4100
<http://www.epa.gov/osdbu/>

Post-Bid Requirements

Prior to contract award, the apparent successful Bidder must identify to the Owner all MBE/WBE firms to be used and provide copies of all State or Federal agency MBE/WBE Lists that identify that the firms to be used are in-fact qualified minority or women's business enterprises. After contract award, the Contractor must maintain supporting documents such as certification lists, solicitation documents, letters of intent, contracts, etc., for the duration of the project.

If the apparent successful Bidder is unable to secure MBE/WBE participation, it remains their responsibility to provide documentation to the Owner, prior to contract award, that a good faith effort was made. Copies of the certified letters sent to a minimum of 10 qualified MBE/WBE potential subcontractors, suppliers, and equipment vendors, and corresponding return mail receipts are the only documentation of a good-faith effort that will be acceptable to the Owner. Failure to provide the required certified letters and return receipts to the Owner may delay the contract award until the required documentation has been provided to and accepted by the Owner.